



April 6, 2001

APR 11 2001

*Via Telecopier & Regular Mail*

Mr. Kimberly N. Tisa  
EPA Coordinator  
Environmental Protection Agency  
New England Region – Region I  
One Congress Street  
Suite 1100 (Mail Code CPT)  
Boston, MA 02114-2023

Superfund Records Center  
SEARCHED: Aerovox  
SERIALIZED: 107  
OTHER: \_\_\_\_\_

RE: Aerovox Inc. – New Bedford, MA  
Administrative Order of Consent  
U.S. EPA Region I  
RCRA Docket No. RCRA 1-99-0054

Dear Kim:

Responding to Eve Stolov Vaudo's letter of March 28, 2001 to our attorney, Colburn T. Cherney of Ropes & Gray, the following actions have been taken by Aerovox involving the storage of documents at 740 Belleville Avenue in New Bedford, MA.

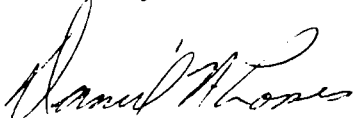
1. All documents that may require access have been relocated to the front office on the second floor.
2. Employees with access privileges have been advised that admission to the document retention area is through the Belleville Avenue entrance only.
3. A locked door has been installed to prevent admittance to the inner office and plant from the document storage area.
4. Aerovox has identified employees that may require access to the stored documents. (See attached)
5. Employees have been advised that visits to the Belleville Avenue facility should be restricted to the absolute minimum.
6. All Aerovox employees with access to the document retention area have been informed of the conditions set forth in Ms. Stolov Vaudo's letter.

**Document produced to AVX in  
response to July 31, 2006 inquiry**

K. Tisa  
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Please do not hesitate to call me if you have any questions or require additional information. I can be reached directly at (508) 910-3501.

Sincerely,

A handwritten signature in cursive script, appearing to read "Daniel N. Lopes".

Daniel N. Lopes  
AOC Project Coordinator  
Facility Manager

DNL/dlr  
Ltr. EPA Document Retention

Encls. Document Storage Log  
Document Storage Guidelines

Cc: Robert D. Elliott - Aerovox Inc.  
Colburn T. Cherney - Ropes & Gray

## DOCUMENT RETENTION ACCESS LOG

[illegible]

## DOCUMENT STORAGE

The EPA and Aerovox have reached an agreement to allow existing documents stored at 740 Belleville Avenue to remain on site. These documents have been relocated to the front office.

No additional documents will be added to those currently stored at Belleville Avenue.

Access to the document retention area is through the door located on Belleville Avenue.

Admission to the building is limited to the employees identified below and the frequency of access to the documents should be kept to a minimum.

All visits to the document retention area should be made with two people for safety reasons.

A telephone is located in the document retention area (508-999-1170). This phone is restricted to local calls.

Every visit must be recorded in the logbook. The book is located in the document retention area and all information must be filled in.

The door leading to the plant and interior offices is locked and can only be opened in an emergency.

The following employees are identified as having access to the document retention area. This list will be revised if it becomes necessary:

<u>DEPARTMENT</u>	<u>PRIMARY</u>	<u>ALTERNATE</u>
Accounting	Traban, Barbara	Guisti, Nancy
Engineering	Dutra, Rick	Grenier, Glen
Human Resources/Payroll	Sousa, Olga	Machado, Maria
Manufacturing/Purchasing	Hodgkins, Curt	Lopes, Daniel
Marketing/Sales	Carroll, Linda	Oliveira, Amy
Quality	Teachman, Andrea	Bromley, Larry

Anyone with questions or concerns about the above, please contact Dan Lopes at ext. 3501.

Thank you,

Dan